

VENDOR QUALIFICATIONS FORMAT

MINIMUM BIDDER QUALIFICATIONS

As stated in the cover letter, the State will only accept bids from bidders who meet the following minimum qualifications:

1. The bidder has on staff a Fellow of the Society of Actuaries or a member of the American Academy of Actuaries, who will be available for work on this contract as a key person.
2. The bidder has experience in assisting public and private entities in the development and management of health programs.
3. The bidder has prior experience with health insurance pricing.

Bidders must certify in writing, through the cover letter (Attachment I), that they meet all of the minimum qualifications. Bids will not be accepted that do not meet the minimum qualifications described above.

BIDDER QUALIFICATIONS

1. Provide an overall description of your organization -- the date established, type of ownership, location of headquarters, and major offices in California and number of employees engaged in actuarial consulting.
2. Identify the key personnel who will work on this project. Include resumes for each key person describing their experience and tenure that qualifies them to work on this contract.
3. Describe to what extent the key persons will be available and accessible.
4. Provide a statement describing the organization's overall experience in the health actuary field. Focus on major contracts in California and experience with government health programs.

If the bidder has limited prior experience with risk pools or government health programs, describe the bidder's skills, abilities

and other experience which demonstrate potential to succeed on this project.

If the bidder is a previous or current Contractor with the State of California, give the contract term dates, contract number, contracting departments, services provided and contract amount of contracts for the prior five years.

5. Describe any relevant databases the bidder has "in house," or has access to that would be relevant to and available for contract tasks. Include the year of data, the size, and the type of data available.
6. Provide a statement and chart describing the organization's structure and where the project staff fit into that structure.
7. Provide three references, who are knowledgeable about the firm's work on current or recent contracts. The references should be selected for contracts that are the closest to the programs and tasks for which the Board is seeking services. Provide the names, titles, address, phone number and e-mail address of the reference and indicate the purpose of the contract for each reference given.
8. Disclose any professional relationships, including but not limited to health industry clients, that pose a potential conflict of interest with the bidder's obligations to the Board should the bidder be awarded this contract. For any interest or relationship disclosed, the bidder must provide a complete explanation of the steps the bidder would take, if awarded the contract, to ensure that there will be no actual conflict with bidder's obligations to the Board. In evaluating proposals, the Board will determine, in the Board's sole discretion, whether any of the bidders' relationships constitute conflicts of interest that cannot be managed consistent with the needs of the State and to the satisfaction of the Board.